

## HUMAN SERVICES DEPARTMENT[441]

### Adopted and Filed

Pursuant to the authority of Iowa Code section 234.6, the Department of Human Services amends Chapter 9, "Public Records and Fair Information Practices," Iowa Administrative Code.

This amendment adds new Form 470-4670, "Addendum for Application and Review Forms for Release of Information." This form is attached to public assistance program applications and review forms. The form is used to obtain written permission from the client to request information necessary to determine program eligibility.

This amendment also changes the name of existing Form 470-1631, "Financial Institution Questionnaire," to "Bank or Credit Union Information," and removes Form 470-1632, "Landlord Questionnaire," from the rules because it has become obsolete.

Notice of Intended Action was published in the Iowa Administrative Bulletin as **ARC 0255C** on August 8, 2012. The Department received no comments during the comment period. As a result, this amendment is identical to the one published under Notice of Intended Action.

This amendment does not provide for waivers in specified situations because requests for the waiver of any rule may be submitted under the Department's general rule on exceptions at 441—1.8(17A,217).

After analysis and review of this rule making, no impact on jobs has been found.

This amendment is intended to implement Iowa Code section 234.6.

This amendment will become effective on January 1, 2013.

The following amendment is adopted.

Amend paragraph **9.7(1)"b"** as follows:

*b. Obtaining information from a third party.* The department is required to obtain information to establish eligibility, determine the amount of assistance, and provide services. Requests to third parties for this information involve release of confidential identifying information about clients. Except as provided in rule 441—9.9(17A,22), the department may make these requests only when the client has authorized the release on one of the following forms.

- (1) Form 470-0461, Authorization for Release of Information.
- (2) Form 470-1630, Household Member Questionnaire.
- (3) Form 470-1631, ~~Financial Institution Questionnaire~~ Bank or Credit Union Information.
- (4) ~~Form 470-1632, Landlord Questionnaire~~ Form 470-4670, Addendum for Application and Review Forms for Release of Information.
- (5) Form 470-1638, Request for School Verification.
- (6) Form 470-2844, Employer's Statement of Earnings.
- (7) Form 470-1640, Verification of Educational Financial Aid.
- (8) Form 470-3742, Financial Institution Verification.
- (9) Form 470-3951, Authorization to Obtain or Release Health Care Information.

[Filed 10/10/12, effective 1/1/13]

[Published 10/31/12]

EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 10/31/12.